BINDURA UNIVERSITY OF SCIENCEEDUCATION

FACULTY OF SCIENCEAND ENGINEERING

DEPARTMENT OF EDUCATIONAL TECHNOLOGY

CS020 Computer Skills

Time 3 hours

Instruction to candidates

Answer all questions, each question carries 20 marks

Question 1

a.   Define the terms as used in word applications: [10]

      i.   Format

      ii. Bold

      iii. Cut

      iv. Wrap text

      v.   Edit

b.   Discuss the classification of computers according to size and capacity [10]

Question 2

a. What is Wireless LAN?   [2]

b. Give two advantages of wireless LAN over LAN   [4]

c. Give two disadvantages of Wireless LAN   [4]

d. Discuss the **four** main computer components.   [10]

Question 3

a. Given the screenshot below, answer the questions that follow

▲	A	B	C	D	E	F	G
1							
2	Items	Price per item	Quantity	Total	price including tax		
3	Bread	$120.00	7				
4	Jam	$90	2				Tax
5	Coffee	$67.50	6				2%
6	Cooking oil 2L	$5150.45	5				
7	Eggs crate	$380.50	3				
8	Rice 5kg	$270.80	4				
9	Matemba 1kg	$1285.30	3				
10	Surf 2kg	$710	6				
11	Induna Meal 20kg	$7000	4				
12	Total						
13							

i. Write the formula that you will insert in cell D3 to find the total cost of given quantities of bread, note this formula will be dragged down to give the given quantities of each item.   [2]

ii. Write the formula that you will insert in cell E3 to find the price of the loaves of bread to be bought inclusive of sales tax. This formula needs to be dragged down to give the price of each kind including tax.   [4]

iii. Describe how you will arrange the items in alphabetical order.   [5]

b. Discuss **five** characteristics of a computer   [9]

Question 4

    a. Discuss **five** disadvantages of a graphical User Interface operating system **[10]**

    b. Discuss the measures you could employ to protect your from malware.   **[10]**

Question 5

    a. What are the benefits of having Internet connectivity in a University   **[10]**

    b. Carry out the following operations

          i. $563_8 - 237_8$ **[4]**

          ii. $10010_2 + 110111_2$ **[3]**

          iii. $111001_2 - 10111_2$ **[3]**